



## Minnesota Judicial Branch Office Assistant III

<b>SALARY</b>	\$23.60 - \$35.45 Hourly \$49,276.80 - \$74,019.60 Annually	<b>LOCATION</b>	St. Paul, MN
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	09403
<b>DEPARTMENT</b>	Office of Lawyers Professional Responsibility	<b>OPENING DATE</b>	10/24/2023
<b>CLOSING DATE</b>	11/7/2023 11:59 PM Central		

### Description



**Are you ready for a rewarding career with growth opportunities?**  
**Are you interested in supporting your communities and making a positive difference in people's lives?**  
**If so, apply today for a position at the Minnesota Judicial Branch!**

The Office of Lawyers Professional Responsibility (OLPR), located in downtown St. Paul, seeks an experienced Office Assistant to join our team. The OLPR handles ethics complaints against licensed attorneys. This position supports the administrative functions of the Office. The OLPR is comprised of 13 lawyers, five paralegals, an office administrator, an investigator, an auditor, two law clerks and nine support staff.



### Example of Duties

The following are examples of major job duties expected for this position to perform:

- Review and process disciplinary history requests, including determining whether public or private information is to be disclosed and whether the necessary authorizations have been provided.
- Review and process professional firms reports and payments, including maintaining database and preparing routine correspondence.
- Review, scan and upload all paper documentation received into customized database. Perform quality control of documentation prior to confidential destruction.
- Provide backup coverage to the front desk, including receptionist duties; receive and provide information in person, by telephone or by mail; explain general policies and procedures; direct or refer visitors and callers; check in visitors; take messages; and schedule court reporters.

- Provide backup coverage to the mail room, including review and processing of all outgoing mail; large photocopy projects and/or exhibit preparation.
- Crosstrain duties with other office assistants.
- Other duties as assigned. Assignment of duties may change to meet office demands.

## Typical Qualifications

### What You Must Have

Below are the past experiences that will enable success in the role. For education requirements listed, the equivalent number of years of related experience may serve as a substitute.

- Possession of an associates degree from an accredited college or university in business, secretarial sciences or a related field, or graduation from high school, or equivalent.
- 3 – 5 years of office clerical or secretarial experience.

### What You Will Bring

- Advanced knowledge of Microsoft 365 products
- Ability to work well under pressure in a high volume, fast paced work environment with excellent attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with co-workers, attorneys, representatives of other agencies, the public and occasionally angry and volatile individuals.
- Ability to work in an inclusive, multicultural, multigenerational environment that values diversity.
- Ability to communicate ideas clearly and concisely, both orally and in writing, with a diverse group of people.

### What You Will Earn

The anticipated starting hourly rate for this position is \$23.60 - \$29.53 for external hires, with a full future earning potential of \$61,659 - \$74,020 annually. This position is non-exempt under the Fair Labor Standards Act and is eligible for [State of MN employee benefits](#).

### What You Will Get

The Minnesota Judicial Branch cares about and invests in you as an employee. Because of that, we offer affordable yet competitive benefits to support you and your family's wellbeing. Our comprehensive benefits package for eligible employees includes health and wellness benefits, enhanced fertility benefits, short- and long-term disability, pension, paid parental leave, tuition reimbursement, and more. [Learn more at mncourts.gov/careers](https://mncourts.gov/careers).

## Supplemental Information

**TO APPLY:** Visit [www.mncourts.gov/careers](https://www.mncourts.gov/careers). Complete and submit your online application with resume and cover letter attached by November 7, 2023, at 11:59 p.m. All employment offers are contingent upon satisfactory results of our background check processes.

### Position Logistics:

This position is classified as an Office Assistant III and will work normal business hours Monday through Friday. Work will be conducted in an office setting located in downtown Saint Paul, MN.

### Why Work for Us?

Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB.

We celebrate and are committed to the principles of diversity and inclusion, and actively seek and value diversity in professional background and cultural characteristics. We are intentional and mindful about the organizational culture we are building, seeking broad-minded individuals with robust capabilities who value supporting one another's growth.

It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting Human Resources via email at [Nicole.Zappa@courts.state.mn.us](mailto:Nicole.Zappa@courts.state.mn.us).

The Minnesota Judicial Branch is an Equal Opportunity Employer. It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. We value and encourage applicants from diverse backgrounds.

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**Agency**

Minnesota Judicial Branch

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**Phone**

651/284-3863

**Website**

<http://www.mncourts.gov/>